

District ELL Monitoring Notebook

The following items should be included in a notebook and ready for the ADE monitoring team when they arrive on-site for the monitoring visit. Monitors may request copies of certain items listed for documentation purposes.

Please use the convenient check boxes to ensure every item has been included.

SAMPLE COPY OF FORMS

<input type="checkbox"/> Enrollment	<input type="checkbox"/> Two-Year Monitoring Form
<input type="checkbox"/> Home Language Survey	<input type="checkbox"/> Parent Notification for English Language Learner After Reclassification (ELLAR)
<input type="checkbox"/> Parental Notification and Consent Form	<input type="checkbox"/> AZELLA Placement Test – Teacher Referral Form – Moving from ELL Services to Mainstream
<input type="checkbox"/> Parent Request for Student Withdrawal from an English Language Learner Program	<input type="checkbox"/> AZELLA Placement Test – Teacher Referral Form – Moving from Mainstream to ELL Services
<input type="checkbox"/> Waiver Form (if applicable)	<input type="checkbox"/> Written Individualized Compensatory Plan (WICP)
<input type="checkbox"/> Notification of Reclassification Letter to Parent(s)/Guardian(s)	<input type="checkbox"/> Sample AMAO Determination Letter to Parents
<input type="checkbox"/> Individual Language Learner Plan (ILLP)	

COPY OF SIGNED ATTESTATION FORMS

<input type="checkbox"/> Highly-Qualified Teacher in the SEI Classroom	<input type="checkbox"/> English Language Proficiency Attestation
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COPY OF POLICIES AND PROCEDURES

<input type="checkbox"/> ELL Identification Procedure	<input type="checkbox"/> ELL Reassessment Procedure
<input type="checkbox"/> Initial Language Assessment / Procedure and Timeline	<input type="checkbox"/> FEP Reclassification and Monitoring Procedure
<input type="checkbox"/> Program Placement Procedure	

COPY OF DISTRICT PROGRAM DESCRIPTIONS

<input type="checkbox"/> Structured English Immersion (SEI) Classroom Descriptions (the same one provided for parents)	<input type="checkbox"/> Mainstream Model Description (ILLP)
<input type="checkbox"/> Bilingual Model Description (if applicable)	

COPY OF TITLE III PROFESSIONAL DEVELOPMENT POLICY

<input type="checkbox"/> Professional Development available to all educators on the district
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COPY OF PARENTAL INVOLVEMENT POLICY

<input type="checkbox"/> Opportunities available to all ELL parents in the district
